

## ANNUAL PUBLIC FILE EEO REPORT 2018

Call Sign of Station(s): WVIT/WRDM

1. List all full-time job vacancies filled by any station covered by this report during the past year.

### **WVIT Vacancies:**

Account Manager (5)  
Digital Campaign Manager  
Digital and Broadcast Editor  
Director (2)  
Engineer (2)  
Executive Producer, Specials  
Information Technology Specialist  
Lifestyle Show Host (2)  
Lifestyle Show Producer  
Local Sales Manager  
Marketing Manager  
Multi-Media Journalist, Sports (2)  
Photographer (2)  
Producer (4)  
Reporter  
Sales Assistant  
Vice President, News  
Vice President, Sales  
Web Editor

### **WRDM Vacancies:**

Account Manager (2)  
Regional Sales Manager  
Finance Manager  
Commercial and Promotions Producer (2)  
Traffic Coordinator  
Marketing Coordinator  
National Sales Manager  
Community Manager

2. For each vacancy listed, attach to this report the relevant and completed Recruitment Source Data Form.

**Please see Appendix A - NBC Connecticut WVIT/WRDM RECRUITMENT SOURCE LIST**

3. In total, how many interviewees did the station (or station group) interview for all the full-time job vacancies identified in response to Question 1?

WVIT: 164 interviews conducted since December 1, 2017

WRDM: 44 interviews conducted since December 1, 2017

4. In total, how many persons interviewed by the station for any of the above-listed job vacancies were referred to the station from each of the recruitment sources used by the station? Please provide this information in matrix form.

**WVIT:**

Name of Recruitment Source	Total Number of Interviewees Referred During the Year
NBCUniversal HR Outreach	8
Online Advertising (Indeed, TVJobs.com, Media Bistro)	16
Referral	23
NBCUniversal Careers	54
Former Employee	11
Current Comcast Employee	2
Current NBCUniversal Employee	12
Search Firm	3
NBC Freelancer	6
Social Media Site	17
Current/Former intern	8
Campus Job Board	3
Career Fair	1

**WRDM:**

Name of Recruitment Source	Total Number of Interviewees Referred During the Year
NBCUniversal HR Outreach	3
Online Advertising (Indeed,	6

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TVJobs.com, Media Bistro)

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Referral 11

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NBCUniversal Careers 9

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Former Employee 1

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Current Comcast  
Employee 1

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Current NBCUniversal  
Employee 5

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NBCU Affinity Group 1

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NBC Freelancer 1

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Social Media Site 6

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5. Please summarize the station's (or station group's) broad outreach initiatives during the past year. Please identify each initiative in which the station substantially participated; the date(s) of each initiative; the names and titles of the station personnel who participated in each initiative; and a short summary of the nature and extent of the station's participation in each initiative.

The following conventions host career fairs. A representative from NBC Universal's talent acquisition team participates on behalf of the NBC Owned Stations. Additionally, leaders from our local station may participate for the purpose of recruiting talent.

**National Association of Black Journalists**

**Career Fair**

August 1-5, 2018

Detroit, MI

NBCUniversal Talent Acquisition Team Members: Sarah Hodd, Isabel Lampton, Scott Williams, Jan Lebron, Colby Maffei, Bobby Carbajal, Jessica Martin, Jovanna Billington, Kelsy Kershaw, Jillian Leviton, Erica Arden, Thomas Tibai, Nicole Goolsby

**National Association of Hispanic Journalists, Excellence in Journalism Convention**

July 18-21, 2018

Miami, Florida

NBCUniversal Talent Acquisition Team Members: Sarah Hodd, James Arroyave, Colby Maffei, Wil Ocasio, Karen Mendez, Allie Barclay, Erica Arden, Lauren Coffelt, Jillian Leviton

**Asian-American Journalists Association**

AAJA National Convention

August 8-11, 2018

Houston, TX

NBCUniversal Talent Acquisition Team Members: Isabel Lampton, Cheryl Pieterse, Scott Williams, James Arroyave, Lauren Coffelt

**Online News Association's 2018 Conference**

September 13-15, 2018

Austin, TX

NBCUniversal Talent Acquisition Team Members: Scott Williams, Mathias Kook

**WVIT/WRDM Internship Program.** NBCUniversal has developed a robust Campus 2 Careers paid internship program. WVIT's Director of Human Resources, Mary Anderson, manages the program locally. The paid internship affords students the opportunity to participate in more than one intern experience. WVIT has worked to build an active and healthy internship program to provide students a learning experience while contributing to the work performed at our station. The enhanced program has resulted in students who are well-prepared to become employees at our station upon graduation. During the current Annual Report year approximately 40 interns have participated in the station's internship program. There were 7 interns who were qualified to interview for open positions, and one former intern was hired this year.

**Equal Employment Opportunity Training.** All Station employees are required to attend a course designed to prevent harassment and discrimination. Training is offered to ensure 100% participation. Starting in 2006 and offered annually, all hiring managers received coaching on new regulations set by the Office of Federal Contract Compliance Programs (OFCCP) regarding the definition of an internet applicant and the necessary recordkeeping for such applicants.

**Internal Skills Enhancement Programs.** Employees of the Station are provided with training and development opportunities designed to enhance their ability to assume positions of greater responsibility. Various programs are provided via external vendors and internal NBCU sponsored programs. During this last reporting period, Station employees participated in the following development courses: JUMP, PIVOT, LEAD; all leadership development courses facilitated by NBCU's training team. In addition, online courses on a variety of topics are available to all employees. Courses include: Negotiation Skills, Time Management, Team Building, Goal Setting, Project Management, Communication Skills and Conflict Management.

**Outreach to Community/Recruiting Organizations.** The Station places a classified ad on an annual basis to organizations asking them to confirm their interest in receiving job notices.

**JOB VACANCY  
RECRUITMENT SOURCE DATA FORM**

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone	Has this source requested notices?
<p><b>SEE APPENDIX A (ATTACHED) FOR A COMPLETE LIST OF NBC Connecticut WVIT/WRDM RECRUITMENT SOURCES</b></p> <p><b>NBC Connecticut ADDS AGENCIES TO THIS LIST UPON WRITTEN REQUEST.</b></p>				

**WVIT Vacancies**

Job Title	Date Filled	Recruitment Source That Referred Ultimate Hire
Account Manager	2/5/18	Referral
Account Manager	4/2/18	Referral
Account Manager	9/17/18	Referral
Account Manager	9/30/18	Search Firm Agency
Account Manager	9/30/18	Former Employee
Digital Campaign Manager	11/26/18	Online Advertising
Digital and Broadcast Editor	11/26/18	Current NBCUniversal Contractor/Freelancer
Director	9/17/18	NBCUniversal Career Site
Director	4/2/18	Current NBCU Employee
Engineer	2/26/18	Referral
Engineer	5/28/18	Current NBCUniversal Contractor / Freelancer
Executive Producer, Specials	1/22/18	Current NBCU Employee
Information Technology Specialist	2/5/18	Contacted Directly by NBCUniversal HR Representative
Lifestyle Show Host	6/4/18	Current / Former NBCUniversal Intern
Lifestyle Show Host	6/4/18	Referral
Lifestyle Show Producer	6/18/18	Current / Former NBCUniversal Intern
Marketing Manager	2/5/18	Current NBCU Employee
Multi-Media Journalist, Sports	12/29/17	Former Employee
Multi-Media Journalist, Sports	12/29/17	Referral
Photographer	6/18/18	Referral
Photographer	12/25/2017	Current / Former NBCUniversal Intern

Producer	12/11/17	I am a Current / Former NBCUniversal Intern
Producer	12/27/18	NBCUniversal Careers Site
Producer	6/11/18	Current / Former NBCUniversal Intern
Producer	10/15/18	NBCUniversal Careers Site
Reporter	12/29/17	Referral
Sales Assistant	7/16/18	Referral
Vice President, News	8/13/18	Referral
Vice President, Sales	9/17/18	Current NBCU Employee
Web Editor	5/14/18	Current / Former NBCUniversal Intern

**WRDM Vacancies:**

<b>Job Title</b>	<b>Date Filled</b>	<b>Recruitment Source That Referred Ultimate Hire</b>
Account Manager	1/1/2018	Social Media Site
Account Manager	1/1/2018	Referral
Community Manager	1/1/2018	Referral
Regional Sales Manager	10/16/2017	Current NBCU Employee
Finance Manager	3/14/2018	NBCU HR Outreach
National Sales Manager	8/6/2018	Current NBCU Employee
Marketing Coordinator	1/1/2018	Current NBCU Employee
Traffic Coordinator	12/31/2017	Former Employee
Commercial and Promotions Producer	1/1/2018	NBC Universal Careers
Commercial and Promotions Producer	8/29/2018	NBC Universal Careers

## APPENDIX A

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone / e-mail	Has this source requested notices?
nbcunicareers.com	<a href="http://www.nbcunicareers.com">www.nbcunicareers.com</a>	Sarah Hodd	<a href="mailto:Sarah.hodd@nbcuni.com">Sarah.hodd@nbcuni.com</a> 212-664-2276	No
Linkedin	<a href="http://www.linkedin.com">www.linkedin.com</a>	Sarah Hodd	<a href="mailto:Sarah.hodd@nbcuni.com">Sarah.hodd@nbcuni.com</a> 212-664-2276	No
Indeed.com	<a href="http://www.indeed.com">www.indeed.com</a>	Sarah Hodd	<a href="mailto:Sarah.hodd@nbcuni.com">Sarah.hodd@nbcuni.com</a> 212-664-2276	No
Spots N Dots (when applicable)	<a href="http://www.spotsndots.com">www.spotsndots.com</a>	Sarah Hodd	<a href="mailto:Sarah.hodd@nbcuni.com">Sarah.hodd@nbcuni.com</a> 212-664-2276	No
Broadcasting and Cable (when applicable)	<a href="http://www.broadcastingcable.com">www.broadcastingcable.com</a>	Sarah Hodd	<a href="mailto:Sarah.hodd@nbcuni.com">Sarah.hodd@nbcuni.com</a> 212-664-2276	No